

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of departmental operations under the direction of the Fire Chief. An employee of this class performs the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief responds to fire alarms and emergency calls and directs emergency scene activities. The Deputy Fire Chief provides for the production and maintenance of department records and reports, manages the inventory and maintenance of supplies and equipment, and assists with the financial management of the department. The Deputy Fire Chief has the authority to work independently and has work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the Chief's absence. Manages all department operations on all shifts. Assists with setting management policies for the department and recommends management or departmental goals, objectives, and policies for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Helps determine how the department should be organized, including number of operating units and distribution of such units. Conducts inspections of various divisions of the department and observes department operations. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Plans and organizes departmental operations having to do with equipment, apparatus, and personnel. Investigates accidents and complaints involving the department, determining cause, and taking action to correct the problem or to avoid future accidents.

Supervises department employees by assigning work schedules, work or duty areas, and approving leave. Promotes peace and harmony within the department by seeing that discipline is maintained by counseling employees who are experiencing work problems, meeting and working with employee groups, or any other action deemed necessary. Supervises employees by overseeing, evaluating, and discussing work performance with subordinates and the Fire Chief. Supervises department employees by providing assistance to subordinates in technical areas of work. Delegates authority to

subordinates for the more effective operation of the department.

Responds to alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Directs employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties. Performs size-up of an emergency scene, including determining nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs rescue, first aid, and fire extinguishment operations at the emergency scene. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Assists with investigating the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident.

Supervises the preparation and maintenance of all department records such as personnel records, records of activity, and inventory records. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Personally completes payroll records, LFIRS reports, and any forms or records assigned.

Assists in the development of a training program for the department, evaluates training needs, and maintains that such program is properly staffed and supplied with the appropriate resources. Oversees training of basic and advanced fire fighting in the classroom and through drills and evolutions.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, communications equipment, and any other specialized equipment owned and operated by the fire department. Arranges for repairs and maintenance of all department facilities and inspects equipment to see that repairs were properly accomplished. Personally tests or directs the testing of equipment, assuring that all equipment meets federal, state, and local standards.

Assists in the preparation of the departmental operating budget by helping compile and organize the data needed to prepare the entire budget. Assists with the preparation of the expenditure and revenue estimates. Authorizes expenditure of funds and purchases equipment and supplies, making sure said purchases are in accordance with the budget. Makes recommendations on major purchases for the department.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Acts as department representative to the news media, and answers questions for the public about operation of the fire department or any related areas of emergency services. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features which might become important in a fire or emergency situation.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of District Fire Chief for two (2) years immediately preceding closing date for application to the board.